

**MINUTES OF THE CITY OF LAS VEGAS HOUSING AUTHORITY MEETING HELD ON
WEDNESDAY OCTOBER 15, 2014 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.**

CHAIRMAN: Alfonso E. Ortiz, Jr.

COMMISSIONERS: David L. Romero
Joey Herrera
Vince Howell
Tonita Gurule-Giron – Arrived at 5:33pm
Ember Davis - Absent

ALSO PRESENT: Pamela Marrujo, Housing Director
Barbara Padilla, HM Supervisor
Dave Romero, City Attorney
Elmer Martinez, Acting City Manager

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Chairman Alfonso E. Ortiz Jr. asked for a moment of silence to recall how precious we as individuals are and how unique we are in this world of ours. The many skills and potentials we have is unbelievable.

APPROVAL OF AGENDA

Commissioner Vince Howell made a motion to approve the agenda as is. Commissioner David Romero seconded the motion.

Chairman Ortiz Jr. asked for a roll call. Roll call was taken and reflected the following.

Commissioner Joey Herrera	Yes
Commissioner David Romero	Yes
Commissioner Vince Howell	Yes
Commissioner Ember Davis	Absent
Commissioner Tonita Gurule-Giron	Absent – Arrived at 5:33pm

Barbara Padilla re-read the motion and advised the motion carried.

APPROVAL OF MINUTES

Commissioner Joey Herrera made a motion to approve the minutes of September 17, 2014 as is. Commissioner David Romero seconded the motion.

Chairman Ortiz Jr. asked for a roll call. Roll call was taken and reflected the following.

Commissioner Vince Howell	Yes
Commissioner Joey Herrera	Yes
Commissioner David Romero	Yes
Commissioner Tonita Gurule-Giron	Absent – Arrived at 5:33pm
Commissioner Ember Davis	Absent

Barbara Padilla re-read the motion and advised the motion carried.

Chairman Alfonso E. Ortiz Jr. wanted it stated for the record that Commissioner Tonita Gurule-Giron is present and advised her that the minutes had just been approved.

PUBLIC INPUT

No Public Input

PRESENTATION

Finance Director Gallegos presented the Housing Department financial report. The Housing Department Revenue and Expenditures report was discussed. The HA should be at 25% of revenue and expenditures. The HA is at 24%, the reason being is the transfer for the \$63,009 has not been approved by HUD. She stated she believes we need to have a commitment from HUD that we can go ahead and transfer those funds. So once that is approved and sent to HUD we can move forward with that transfer. The expenditure piece is at 28% and stated we will see it higher than usual because we have a liability of Workman's Comp this month that impacts the budget as well.

Commissioner Howell asked for the reason why HUD had not sent the money. Finance Director Gallegos stated that they usually don't do it till the end of the year. That's when those funds are released. Last year it was released in June. She stated we have to wait till HUD gives us authority to release.

Commissioner Gurule-Giron asked if this will remain as an outstanding or open account, and when can we close it out. Finance Director Gallegos stated it will be with the HUD funds that are coming in from the Capital funds that will come over to the operating fund. Commissioner Gurule-Giron asked if that might be an audit finding. Finance Director Gallegos stated it is normally done by the end of the year so it hasn't been a noted item by the auditors as far as she knows.

HOUSING DIRECTORS MONTHLY REPORT

Housing Director Marrujo informed the Commission that the Commissioners training that was previously discussed has not yet been scheduled.

Housing Director Marrujo advised there will be a Special Meeting next Thursday at 9:00am to award the bid for the 9 Unit Remodel. The packets will be included on that day for the bids with the tabulations.

Housing Director Marrujo wanted to point out that the Housing Staff worked really hard to get these contracts for the 7 Unit and 9 Unit Remodel pushed, advertised, and contracts approved by the obligation date. She wanted to thank her staff for working hard to get that done in a timely manner.

The windows project is in the design phase. The architect was measuring windows yesterday. That bid should be going out pretty soon and the weather will determine when that project starts.

BUSINESS ITEMS

1. Approval/Disapproval of Memorandum of Agreement (MOA) with Samaritan House.

Housing Director Marrujo stated that the Housing Authority has a really good relationship with the Samaritan House. The agreement is being updated because it has since expired. The HA provides Samaritan House office space at 220 Bernalillo in exchange for services they provide to Housing Residents and the community. Samaritan Housie is responsible for paying their utility costs. The only change to this agreement is that they provide a quarterly report to the commission so they can give a status report of how things are going.

Chairman Ortiz Jr. asked what kind of services they provide. Housing Director Marrujo informed him that the HA can refer residents who are in need of food or clothing, things of that nature.

Commissioner Joey Herrera made a motion to approve to Memorandum of Agreement with the Samaritan House. Commissioner Vince Howell and Commissioner David Romero seconded the motion.

Chairman Ortiz Jr. asked for a roll call. Roll call was taken and reflected the following.

Commissioner Tonita Gurule-Giron	Yes
Commissioner Vince Howell	Yes
Commissioner David Romero	Yes
Commissioner Joey Herrera	Yes
Commissioner Ember Davis	Absent

Barbara Padilla re-read the motion and advised the motion carried.

2. Approval/Disapproval to Award Bid #2015-05 7 Unit Remodel to the lowest responsive bidder.

The Commission members were handed the bid packet with the bid tabulations. Housing Director Marrujo explained that the bid opening was held on October 8, 2014. Three bids came in. The Architect's recommendation was to award the bid to Sol System Builders, as they were the lowest responsive bidder. The contract amount is \$339,135.33. These funds will be paid from the Replacement Housing Factor Funds. They have a total of 150 days to complete the project.

Chairman Ortiz Jr. wanted it clarified that the Campaign Contributions tab should clarify that it is a disclosure form, so it does not appear misleading. Housing Director Marrujo explained that the form presented is the form that the Finance Procurement Officer uses to document the bids that come in.

Commissioner Herrera asked if it was a concern that the base bid amount was substantially less than the other two bidders. Housing Director Marrujo stated that at this point in time the Architect does not have any issues with that.

Commissioner Gurule-Giron asked how the HA is going to cover the \$339,000 for this project. Housing Director Marrujo stated the actual budget is \$360,000 for this project and the architectural fees are being paid out of a different grant. They are not included in the \$360,000. Commissioner Gurule-Giron asked where funding is coming from for this project. Director Marrujo explained that funding for the 7 Unit Remodel project is coming from the Replacement Housing Factor Funds that have been accumulated and were approved at the previous meeting.

Commissioner Gurule-Giron asked what the bonding requirements are for this project. Housing Director Marrujo stated they need to bond the amount they bid on the project. Commissioner Gurule-Giron asked if there was a \$500,000 bonding requirement or a bond requirement that requires a CPA financial report with that. Housing Director Marrujo said each company provided a bid bond but she is not aware that it has to be a CPA surety bond. Commissioner Gurule-Giron asked who led this process. Housing Director Marrujo informed her that the architect handles this process. Commissioner Gurule-Giron stated the reason she is bringing this issue up is because she claims that there was a company that did submit a bid bond but were told that they did not have the surety bond that was required with a CPA so their bid would not be accepted and therefore they withdrew their bid. She stated there may be a protest. Housing Director Marrujo stated she is not aware of any situations that have occurred with any contractor's bid being withdrawn.

City Attorney Dave Romero recommending that the Commission continue the process without anticipating a problem that may or may not occur. Based on the assumption of a protest, the City may miss the obligation deadline and lose funds that are available.

Discussion ensued regarding the procurement process and the responsibility of the Engineer and the contractors.

Chairman Ortiz Jr. stated that if the governing body makes a decision to approve it, it may be subject to clarification with the Housing Authority the Architect and the City Manager. If they find a problem they should point it out immediately. If they don't find a problem it goes through.

Commissioner Vince Howell made a motion to approve to Award Bid #2015-05, 7 Unit Remodel to the lowest responsive bidder as Sol System Builders with a stipulation subject to review by the Housing Director and the City Manager for the bidding issue. Commissioner David Romero seconded the motion.

Chairman Ortiz Jr. asked for a roll call. Roll call was taken and reflected the following.

Commissioner Vince Howell	Yes
Commissioner Tonita Gurule-Giron	Yes
Commissioner Joey Herrera	Yes
Commissioner David Romero	Yes
Commissioner Ember Davis	Absent

Barbara Padilla re-read the motion and advised the motion carried.

Chairman Ortiz Jr. stated that the reason he does not call for discussion is because it is already in agreement with the governing body that if there is discussion, we will stop the vote and go to discussion. The discussion item is always on the table.

COMMISSIONERS REPORT

Commissioner Joey Herrera stated that he is glad to see progress is being done with both HUD and our local department. He would like to see the units remodeled and put back on the rent roll and for Housing to fill all the vacancies and get back into complete compliance with HUD. He congratulated Housing Director Marrujo on moving forward with this.

Commissioner Vince Howell discussed that one of the Housing residents went into Better Stop and spoke with him and gave him some feedback. She stated she is very happy living in Housing and she is being treated well. She stated the grounds are being kept well and all her needs are taken care of. Commissioner Howell wanted Director Marrujo to thank her staff.

EXECUTIVE SESSION/CLOSED SESSION

Housing Director Marrujo stated there was not a need for Executive Session.

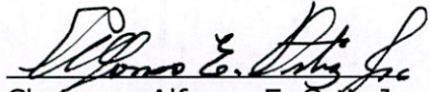
ADJOURN

Commissioner Joey Herrera made a motion to adjourn the meeting. Commissioner Tonita Gurule-Giron seconded the motion.

Chairman Ortiz Jr. asked for a roll call. Roll call was taken and reflected the following.

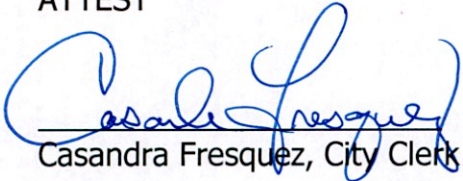
Commissioner Tonita Gurule-Giron	Yes
Commissioner Vince Howell	Yes
Commissioner Joey Herrera	Yes
Commissioner David Romero	Yes
Commissioner Ember Davis	Yes

Barbara Padilla re-read the motion and advised the motion carried.



Chairman Alfonso E. Ortiz Jr.

ATTEST



Casandra Fresquez, City Clerk